

Vacancy Announcement
ANNOUNCEMENT NO: VA-12-38

<u>OPEN TO:</u>	All interested and qualified candidates
<u>POSITION:</u>	Assistant Cook Head Steward
<u>OPENING DATE:</u>	Monday: December 31, 2012
<u>CLOSING DATE:</u>	Monday: January 14, 2013
<u>WORK HOURS:</u>	Full-time; 48 hours/week
<u>SALARY:</u>	To be determined

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum is seeking qualified individual for the position of Assistant Cook Head Steward.

MAJOR DUTIES AND RESPONSIBILITIES:

EMPLOYEE will perform regular duties for the EMPLOYER including, but not limited to:

- Keep record of overtime hours of all staff members.
- Maintain ORE records and receipts.
- Coordinate with employer in planning official events.
- Act as point of contact for GSO and facilities maintenance services.
- Assist in organizing and cooking for receptions and other official functions at the residence and elsewhere as required by the Charge' D'Affaires.
- Keep receipts and work with Head Cook to record expenses for representational events.
- Oversee work of the junior stewards.
- Assists in official events; washing dishes in the pantry and assisting in serving guests.
- Assists in properly maintaining silverware and holloware crystal.
- Performs other duties as assigned.
- Flexible work hours established by employer.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Prior Work Experience: Two years in a customer service oriented position and two years experience as an assistant cook.

2. Language Proficiency: English level II with good working knowledge of Arabic.

1. Skills:

- Must be experienced in cleaning, familiar with sanitary treatment and storage of food and the use of cleaning supplies and equipment.

SELECTION PROCESS:

- Applicants must be eligible for appointment under local government laws and regulations. Non-Sudanese residents must have a stay/work permit in order to be eligible for hiring.

- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire. A high degree of integrity and honesty is required. Police records will be checked.
- **Selected candidates must pass an interview and test period.**

TO APPLY:

Interested individuals for this position must submit the following:

1. Application for Employment (attached)
 2. Completed applications must be received on or before the closing date. Applications received after the closing date will not be considered.
 3. Applications may be submitted through:
 - E-mail: KhartoumHRAApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
- OR**
- Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.

POINT OF CONTACT:

Human Resources Office
U.S. Embassy, Khartoum
Telephone: 249-1-870-22000 Ext. 2613

Application Form for employment as Domestic Helper

PERSONAL DATA

Name (Last/First/Middle):

Other names used: _____ Nationality: _____

Date of Birth (Month/Day/Year): _____

Place of birth: _____

Marital Status: Single _____ Married _____ Remarried _____ Widow _____
Divorced _____ Separated _____

Passport/National ID Number: _____

PRESENT ADDRESS:

TELEPHONE NUMBER: _____

WORK HISTORY:

1. Present employer

Dates of employment
(Month/Year)

Salary per month: _____

2. Previous employer - (Please list three recent ones. They may be contacted in order to provide information on work performance).

NAME OF EMPLOYER

TELEPHONE NUMBER

KNOWLEDGE & SKILLS:

Cooking (Western European style) _____ Cleaning/Laundry _____ Shopping _____

Pet care _____ Children care _____

I certify that the information contained herein is correct to the best of my knowledge and belief.

SIGNATURE: _____

Date: _____